

**Water/Wastewater Commissioners’
Meeting Minutes
March 3, 2015**

Present: Michael Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:00 p.m.

Decisions

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the February 17, 2015 meeting as amended. Chairman Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the February 2015 Bill Commitment 150227 and for the February 2015 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the February 2015 Bill Commitment 150227 and for the February 2015 Final Bills issued.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Mr. Boucher said correspondence concerning the five business signs located in the state’s right-of-way have been mailed to West Elm Street commercial properties alerting the owners to the fact that signage will need to be relocated should the project progress. Should the Elm Street Water Main Extension warrant article be approved during the March 10, 2015 town vote, Mr. Boucher will send correspondence to Parks Construction requesting a pre-construction meeting and Notice to Proceed.

Milford/Wilton Inter-Municipal Agreement – Director Boucher said he had emailed on February 25th the final draft containing the updated contract language recommended by the Attorney General’s office to the Wilton Sewer Commissioners for their review. Mr. Boucher said he hoped this would be on the Wilton Sewer Commissioners’ March meeting agenda as a discussion item. Chairman Putnam, Vice-Chairman White and Commissioner Courage agreed they looked forward to a joint meeting between the two Boards of Commissioners being scheduled soon.

Prospect Tank Proposal – Stantec Consulting – Update – Director Boucher said he and Mr. Rene LaBranche, Stantec Consulting, spoke today. On Monday, March 9th, Mr. LaBranche will forward a proposal for review. Mr. LaBranche will be invited to attend the March 31st commissioners’ meeting. Mr. Boucher reported that the Finance Department has established a budget line item project account. Water storage tank radio signal connections were discussed. Mr. White will recommend a few distinguished communications companies to Mr. Boucher to review and contact.

Dram Cup Water Storage Tank Rehab Project - Update – Mr. Boucher apprised the commissioners that he will meet with Mr. Chris Berg this week to review the project “substantial completion” documents and discuss the retainage percentage to be withheld from this project’s first payment.

Activities Report – Reviewed by the commissioners; Mr. Boucher and Vice-Chairman White addressed Commissioner Courage’s questions regarding the West Street single family housing plans which will include force main sewer connections.

Non--Public Session

Chairman Putnam asked for a motion to exit the public meeting forum. Vice-Chairman White made the motion to enter into non-public session at 6:25 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Courage seconded the motion. All voted in favor. At 6:35 p.m. Chairman Putnam made the motion to exit the non-public session and return to the public session. Vice-Chairman White seconded the motion. All were in favor.

Future Appointments/Meetings:

The next Commissioners’ meeting will be Tuesday, March 17, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam moved to adjourn at 6:35 p.m. Vice-Chairman White seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date